



M. JODI RELL
GOVERNOR

STATE OF CONNECTICUT
EXECUTIVE CHAMBERS

To Agency Heads:

As you know, the state budget situation continues to trend downward this fiscal year and will more than likely continue along this pattern well into the next biennium. I am issuing the following directives in an effort to ensure that state agency spending is limited to only those goods and services that are absolutely and immediately essential to the core operations of the agencies. Your continued cooperation with these cost saving measures in these difficult financial times is greatly appreciated.

Executive Directive #1: Purchases

Freeze purchasing for the remainder of the fiscal year, except for those goods and services that are absolutely and immediately essential to the agency's operations. This Directive is a reminder that these instructions include purchases made using the following methodologies:

- Purchase orders off of existing state contracts; use of your agency's delegated purchasing authority under DAS General Letter 71; and use of Purchasing Cards ("P-Cards") and other state-issued credit cards.

Follow the guidelines below:

- Agencies should deplete all existing office supplies prior to placing orders for new or replacement office supplies. Warehousing/stockpiling must be avoided. Sharing of office supply resources within agency divisions and units is encouraged.
- Agencies should not be attempting to deplete year-end OE budget funds. Any OE fiscal year end balances should lapse to the state general fund.
- Agency heads should have proper purchasing reviews and controls in place to ensure staff are only procuring emergency or truly essential items.

DAS will continue to monitor agency spending and will review exemption requests for essential purchases where "do not order" directives were imposed in accordance with my February 13, 2009 memo to State Agency Heads. Agency head's will be asked to provide DAS with an explanation for purchases made on

canceled contracts or contracts affected by the “do not order” directive if an exemption has not been granted.

Executive Directive #2: P-Cards

In order to properly ensure that P-Cards are used only for essential purchases that are approved by the Agency Head or his/her designee, I ask that each Agency Head/designee review P-Card assignments within his/her agency and, effective immediately, cancel all P-Cards that have not been used within the last six months. In addition, please suspend all other P-Cards other than those required for purchases deemed absolutely and immediately essential to accomplish the mission of your agency.

If you have any questions regarding these instructions, please ask your agency P-Card coordinator to contact Kerry Dimatteo, DAS P-Card Administrator, for further assistance. She can be reached at kerry.dimatteo@ct.gov or 713-5072.